

Internal Audit quotation enquiry form

Please complete this form and return it, via e-mail to anne@councilaudit.co.uk attaching additional Pages if required.

Full name of Council	
Annual Precept	
Other sources of income (p.a.)	
Cemetery	£
Allotments	£
Town/Village Hall	£
Playing Fields	£
Grants	£
Bank interest	£
Other sources (specify)	£

Accounting records	Handwritten cashbook/spreadsheet/accounting software (delete those not applicable and identify brand and version number of software if used)
Number of bank accounts?	
Average number of cheques/standing orders/direct debits payable monthly?	
Number of staff employed?	
Is PAYE/NI deducted?	
Manual payroll or software packages (specify software)?	
Name of Insurance company?	
Number of committees and total number of monthly meetings?	
Have Risk Assessments been conducted?	
Is a formal Asset Register in place?	
Does the Council have outstanding loans?	
Have there been formal questions/objections raised by electors in the last 3 years?	
Detail any information that may impact the audit	

Clerk's name:	
Postal Address:	
Office days & hours:	
Telephone:	
e-mail:	
Financial year relevant to quotation:	